



CITY OF LOMPOC  
invites applications for the position of:  
**POLICE OFFICER**

An Equal Opportunity Employer

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**SALARY:** \$24.84 - \$33.29 Hourly  
\$1,987.12 - \$2,662.96 Biweekly  
\$4,305.43 - \$5,769.75 Monthly

**OPENING DATE:** 07/01/11

**CLOSING DATE:** Continuous

**DEFINITION/SELECTION PROCESS:**

The class of **Police Officer** represents the entry and working level sworn position in law enforcement work. Under general supervision, incumbents work on a regular or assigned shift, to perform general police work in the prevention of crime and the enforcement of law and order; to perform traffic enforcement and control; to carry out special assignments in specialized phases of police work; and to perform related work as required. The work involves working in inclement weather as well as working in potentially hazardous situations.

**THIS RECRUITMENT IS TO ESTABLISH AN ELIGIBILITY LIST FOR POTENTIAL CURRENT AND FUTURE OPENINGS.** The City reserves the right to stop accepting applications prior to the posted deadline, if sufficient number of qualified applications is received. Therefore, applicants are encouraged to apply as early as possible. The recruitment is officially closed once it has been removed from the City's website. Applicants not currently working for a California law enforcement agency must submit verification of graduation from a valid POST Basic Academy or a POST Basic Certificate with their application.

**EXAMINATION PROCESS:** Based upon screening of the City application and responses to supplemental questions applicants whose qualifications best meet the requirements of the position will be invited to the examination process. This process may include, but is not limited to, panel interview and/or written exercise, which consists of an evaluation of some of the essential knowledge, skills, abilities, and job related experience listed below. Candidates who pass the examination process are placed on an eligibility list. Those qualified applicants who best meet the Department's requirements may be invited to a Chief's interview process.

**SELECTION PROCESS:** As authorized by City policy, applicants being considered for hire in this position are subject to successful completion of background investigation, polygraph, psychological testing and fingerprinting for purposes of investigating criminal history background, as part of the employment screening process. Appointment is also subject to a City-paid medical exam (based upon job-related physical standards) by a City-designated physician.

**Failure in any one part of the examination or selection processes will disqualify a candidate from further consideration.**

**ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:**

*The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specifically related additional or different duties from those set forth below to address business needs and changing business practices.*

On a regular or assigned shift, patrols assigned areas by car, foot, bicycle or motorcycle; responds to calls for protection of life and property; conducts initial and follow-up investigations;

develops, enforces, controls and directs traffic when appropriate; stops drivers who are operating vehicles in violation of the law; warns drivers against illegal practices; makes arrests; testifies in court in connection with the prosecution of offenders; serves warrants and subpoenas; administers first aid in emergency cases; answers complaints on such problems as civil disturbances, obnoxious animals, health code and local ordinance violations; investigates suspicious circumstances; makes property security checks; takes custody of lost and found property; performs crowd control, parade or riot work; takes crime prevention measures and assists in controlling problems of juvenile delinquency; books prisoners in the City jail and assists in their custody, care and welfare; transports prisoners; furnishes information and directions to the public; attends briefings and reads briefing materials; submits complete written reports on assigned cases; participates in training courses and programs; operates police unit, two-way radio, recorders, firearms and equipment common to law enforcement; may relieve superior officer in periods of absence or as assigned. Performs related work as required.

**If you are unable to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation, please notify Human Resources staff at (805) 875-8208.**

#### **TYPICAL QUALIFICATIONS:**

*Includes any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:*

**LICENSE REQUIRED:** Possession of a valid and appropriate California Driver's License and POST Basic Certificate.

**EDUCATION/EXPERIENCE:** Completion of a California P.O.S.T. approved Basic Academy within the past three years; **or** possess a California P.O.S.T. Basic Certificate and have been employed as a Police Officer within the past three years by a California law enforcement agency.

**KNOWLEDGE OF:** Basic English composition, grammar and spelling; Basic math.

**ABILITY TO:** Read, understand, interpret and apply laws, ordinances, regulations, codes, directives and police literature; Write clear, comprehensive and accurate reports; Operate a vehicle safely, under normal and emergency conditions; Use and care for firearms; Apply standard broadcasting procedures of a police radio system; Inspire public confidence through personal integrity, appearance and actions; Analyze situations and adopt a quick, effective and reasonable course of action; Remember facts, names, faces and details of incidents accurately; Speak clearly; Understand and carry out oral and written instructions; Establish and maintain effective relationships with those contacted in the course of work.

#### **SUPPLEMENTAL INFORMATION:**

**PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **PHYSICAL:** Strength: Very Heavy - Exert force over 100 lbs. occasionally, over 50 lbs frequently, or over 20 lbs. constantly to lift, carry, push, pull, or move objects. Frequent extension of neck upward, downward or side to side. Frequently stand or walk. Occasionally sit, bend, stoop, crouch, climb stairs, reach at or below shoulder level, push/pull, twist at the waist, handle, grip, grasp, fingering, typing. Rarely crawl, kneel, reach above shoulder level. Run and or chase in pursuit of criminals.

Incumbents must meet "P.O.S.T." vision and hearing standards and have excellent general health and physical fitness sufficient to meet the City's medical standards prior to appointment except in case of an emergency or hazardous situation.

- **MENTAL/PSYCHOLOGICAL:** Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from a supervisor; read, understand,

interpret and apply laws, ordinances, regulations, codes, directives and police literature; perform simple mathematic calculations; use simple writing skills; understand, remember and carry out complex job instructions; remember facts, names, faces and details of incidents accurately; respond quickly to changing situations under emergency pressures; interact appropriately with the public; communicate effectively orally; ability to work under pressure; work within deadlines; train other workers.

**ENVIRONMENTAL CONDITIONS:** Incumbents must be willing to work assigned shifts in extremely hazardous working conditions. Frequently work outdoors, drive motorized equipment/vehicles. Frequently use a computer; and work alone. Occasionally work indoors and work with others. Rare exposure to extreme temperatures, unprotected heights, machinery, dust, fumes, smoke, gases, odors, excessive noises, solvents, grease, oils, slippery or uneven walking surfaces, explosives, flames/smoke.

**SPECIAL REQUIREMENTS:** Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstance, and thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator face mask. This requirement is implemented in order to ensure the safety and health of the employee.

In circumstances in which personnel in the Police Agent, Police Officer, or Police Sergeant classifications are subject to special assignment, the restriction on facial hair may be waived during the assignment at the discretion of the Chief of Police.

Must be a citizen of the United States or permanent resident alien who has applied for citizenship; must have no felony convictions or misdemeanor convictions involving moral turpitude; must meet legal age requirements (minimum of 18 years of age); must qualify in background and psychological examination. Must periodically qualify to use firearms in accordance with City requirements; maintain physical fitness; and remain proficient in the performance of the duties of a Police Officer.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://agency.governmentjobs.com/lompocca/default.cfm>

Job #560 FY/2011-13  
POLICE OFFICER  
JB

OUR OFFICE IS LOCATED AT:  
100 Civic Center Plaza  
P.O. Box 8001  
Lompoc, CA 93438  
805-875-8208  
[HR@ci.lompoc.ca.us](mailto:HR@ci.lompoc.ca.us)

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## **POLICE OFFICER Supplemental Questionnaire**

- \* 1. Are you, or have you worked for a California law enforcement agency as a police officer or sheriff deputy within the last three years?  
☐ Yes   ☐ No
  
- \* 2. Do you possess a Basic POST Certificate?  
☐ Yes   ☐ No
  
- \* 3. If you indicated YES, on question #2 please indicate the year in which you acquired certification. If NO, please enter N/A.
  
- \* 4. Have you attached POST Basic Certification to application?  
☐ Yes   ☐ No
  
- \* 5. Do you have an AA/AS degree or an Intermediate POST certification?  
☐ Yes   ☐ No
  
- \* 6. Do you have a BA/BS degree or an Advanced POST certification?  
☐ Yes   ☐ No
  
- \* 7. Have you served in the military?  
☐ Yes   ☐ No
  
- \* Required Question